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ABSTRACT

Presented in the manual are keypunching procedures with associated representative forms and keypunching cards for bibliographies and five basic types of abstracts which are used with the Control Data 3600 computer by the Michigan State University Materials Center for Handicapped Children and Youth (IMC HCY). Emphasis is given to keypunching all information that pertains to 10 category fields for retrieval from the information file tape. The ten fields correspond to author, title, source, copyright date, price, number, category, IMC HCY, content, and descriptors. Instructions cover use of acronyms for national associations and often cited organizations, punctuation symbols pertinent to the keypunch machine and the computer program, and keypunching. A five step procedure is outlined for preparation of bibliography cards (including correction of errors and omissions); and detailed information is given for keypunching cards for audiovisual and curriculum materials, documents, equipment, and journal abstracts. For each type of card keypunched, a drawing shows how the information should look on the card. (For related information, see EC 052 048 and EC 050 049). (MC)

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REGIONAL
INSTRUCTIONAL
MATERIALS
CENTER FOR
HANDICAPPED
CHILDREN
AND YOUTH

KEYPUNCHING MANUAL

Technical Papers of the Center No. 3

Cooperating with State Departments of Education — Michigan-Indiana-Ohio
*Member Instructional Materials Network for Handicapped Children and Youth
U.S. Office of Education — Bureau of Education for the Handicapped

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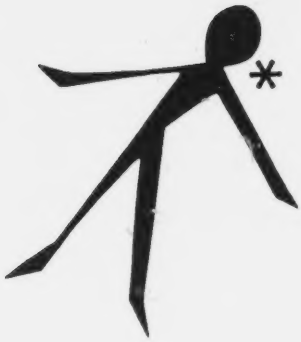

KEYPUNCHING MANUAL

January, 1970, 3rd Edition

Carl F. Olson, Librarian
and Coordinator of
Information Systems

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Information Processor

The work presented herein was performed pursuant to a Grant from the U.S. Office of Education, Department of Health, Education and Welfare. However, the opinions expressed herein do not necessarily reflect the position or policy of the U.S. Office of Education, and no official endorsement by the U.S. Office of Education should be inferred.

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PREFACE

Included within this manual are the proper keypunching procedures for each of the five basic types of abstracts: audiovisual, curriculum materials, documents, equipment, and journals. Although all are keypunched in a similar manner, each will require specific changes according to the types of information to be keypunched.

Emphasis is given to keypunching all information from the abstract form sheet. In the MSU IMC-HCY system, however, most of the bibliographical-order information is obtained from the IMC order card prior to keypunching of the abstract content itself. This affords a means of entering all items on the IFT, Information File Tape, at the earliest possible moment and serves as a means of acquisition control. In the majority of cases the information on this card will correspond with data recorded on the abstract form. In those instances when it does not, unless specifically noted, the form of the data as it appears on the card is correct; in other words it will supercede data recorded on the abstract form.

Copies of each type of card are included in the manual so that the user can observe the exact similarity of format and arrangement of fields as noted on the abstract forms. Instructions for punching from the abstract sheet apply uniformly to the IMC order card.

Also available for separate areas are the: Abstractors Manual, Data Processing Manual, IMC-HCY Library Procedures Manual. and the over-view paper: Regional Information Centers, a Frontier in Small Library Automation.

GENERAL INSTRUCTIONS

The keypunching procedures for the MSU IMC-HCY are organized to use the Control Data 3600 computer. Apart from the computer all information is placed in a series of ten fields for retrieval purposes as shown on page 2. This page, which contains a list of all the fields and the respective informational elements under each major type of abstract, should be studied. To work with the librarian, keypunch operators, programmer, data processor, all personnel should have a clear understanding of the fields and the manner in which they are to be punched onto cards. The importance of this information cannot be overemphasized, since when the author, title, publisher and other types of Printed Listing Programs (PLP) are run, an error in the field will result in an entry not being included properly.

All information for each abstract is obtained from the bibliographical order card or abstract form. PRECEDE ALL ENTRIES WITH AN ASTERISK to denote fields of search for information retrieval purposes. These are author, title, publisher or source, copyright date, price, abstract number, category, HCY-IMC, content and descriptors. Specific instructions are noted in each type of abstract when variations are used.

Throughout this manual when both author and publisher entries are the same (corporate entry), variations occur in entering this information. The MSU IMC-HCY uses this special procedure when we expect to have more than two items from a source with the same author and publisher. When more than two items are included as we might expect from the Council for Exceptional Children, the author entry when a corporate entry is required is punched as CEC; the publisher is punched in full, as Council for Exceptional Children. Be sure to include any abbreviations on your list of abbreviated entries to insure proper control and prevent items from appearing under CEC and Council when author PLP's are run. See page 3 for those abbreviations currently used.

USOE/MSU IMC-HCY

Fields for punching data in the IMC-HCY Basic Indexing and Retrieval System

	AUDIO-VISUAL	CURRICULUM MATERIALS	DOCUMENTS	EQUIPMENT	JOURNALS
Field 1	Author	Author	Author	None	Author
Field 2	Title	Title	Title	Item Name	Title
Field 3	Source	Source	Source	Source	Name of Journal
Field 4	Copy. Date	Copy. Date	Copy. Date	Year	Issue Date
Field 5	Price	# of pages	# of pages	Price	# of pages
Field 6	Number	Number	Number	Number	Number
Field 7	Category	Category	Category	Category	Category
Field 8	HCY-IMC	HCY-IMC	HCY-IMC	HCY-IMC	HCY-IMC
Field 9	Content	Content	Content	Content	Content
Field 10	Descriptors	Descriptors	Descriptors	Descriptors	Descriptors

LIST OF ABBREVIATIONS

AAIB	AMERICAN ASSOCIATION OF INSTRUCTORS OF THE BLIND
AAWB	AMERICAN ASSOCIATION OF WORKERS FOR THE BLIND
ACA	AMERICAN CAMPING ASSOCIATION
AERA	AMERICAN EDUCATIONAL RESEARCH ASSOCIATION
AFB	AMERICAN FOUNDATION FOR THE BLIND
APA	AMERICAN PSYCHIATRIC ASSOCIATION
APHA	AMERICAN PUBLIC HEALTH ASSOCIATION
CEC	COUNCIL FOR EXCEPTIONAL CHILDREN
ERIC	EDUCATIONAL RESEARCH INFORMATION CENTER
GPO	GOVERNMENT PRINTING OFFICE
NARC	NATIONAL ASSOCIATION FOR RETARDED CHILDREN
NCEA	NATIONAL CATHOLIC EDUCATION ASSOCIATION
NEA	NATIONAL EDUCATION ASSOCIATION
NIND&B	NATIONAL INSTITUTE FOR NEUROLOGICAL DISEASES AND BLINDNESS
NSCC&A	NATIONAL SOCIETY FOR CRIPPLED CHILDREN AND ADULTS
NSPB	NATIONAL SOCIETY FOR THE PREVENTION OF BLINDNESS
UNESCO	UNITED NATIONS EDUCATIONAL SCIENTIFIC + CULTURAL ORGANIZATION
VRA	VOCATIONAL REHABILITATION ADMINISTRATION

Always use Arabic numbers and not Roman numerals. Do not punch the words "AUTHOR, ITEM," etc. as shown on the abstract form, but separate each entry by two spaces. On the sample card you will find that there is no space between asterisk (*) AUTHOR, TITLE, etc.

The types of punctuation acceptable on the 3600 computer are:

1. Semicolon
2. Period
3. Comma

Here is an example of IBM 029 keypunch symbols:

Punctuation Symbol	Depress Key	Shift
Semicolon	Y (12-8-7)	Numeric
Comma	8	Alpha Shift
Period	9	Alpha Shift

If you are not using an IBM 029 keypunch machine, be sure to check the codes that are used for your type of keypunch machine.

A program card can be made up to punch abstracts (see example below). One safety measure is to watch the column indicator as it nears column 74, to insure that there will be sufficient space to complete the word before punching numbers in columns 74-80. After punching the first card manually, activate the Duplicate Switch, which will duplicate the numbers in columns 74-77 and skip column 78 automatically. Simply punch in the card number.

COLUMNS 1-9 ALPHA

COLUMNS 10-73 ALPHA

COLUMNS 74-76 DUP. NUMERIC

COLUMN 77 SKIP

COLUMNS 78-80 NUMERIC

TO INDENT - DEPRESS SKIP KEY IN 1st COLUMN - IT WILL AUTOMATICALLY STOP AT COLUMN 10.

PROGRAM CARD

COLUMN 1 DEPRESS NUMERIC SHIFT KEY AND PUNCH NUMBER ONE

COLUMNS 2-9 DEPRESS KEY (A) IN ALPHA SHIFT

COLUMN 10 DEPRESS NUMERIC SHIFT KEY AND PUNCH NUMBER ONE

COLUMNS 11-73 DEPRESS KEY (A) IN ALPHA SHIFT

COLUMN 74 DEPRESS ZERO SLASH KEY (0/), HOLDING DOWN NUMERIC SHIFT KEY

COLUMNS 75-76 DEPRESS KEY (A) ALPHA SHIFT

PROGRAM CARD (con't.)

COLUMN 77 DEPRESS 11 (SKIP) KEY BY HOLDING DOWN NUMERIC SHIFT KEY

COLUMN 78 DEPRESS SPACE BAR ONCE

COLUMNS 79-80 DEPRESS (P) KEY IN NUMERIC SHIFT

STEP 1: Bibliography-Order Cards

Refer to the general instruction pages according to project (example - audiovisual, document, equipment, material or journals). This will provide the information and set up punching in the correct manner.

STEP 2: When step one is completed, place in front of card one "*$ABSTRACT", and at the end of the card "*STATUS ABSTRACT IN PREPARATION" (Example Below). Proofread these by checking the finished cards against the IMC order card and then file into the ADD TO TAPE drawer in numeric order.

```
*STATUS   ABSTRACT IN PREPARATION
*ACY-IMC                                                                0307 03
*AMERICAN PUBLIC HEALTH ASSOCIATION  * C 1961  * 120-P.  *D0307  *ED    0307 02
*APHA  *SERVICES FOR CHILDREN WITH EMOTIONAL DISTURBANCES               0307 01
*$ABSTRACT                                                                0307
```

STEP 3: Preparation of Abstract Control Cards

After completing Step 2, change Program Card (see example below). Punch Author, Title (or Name of Item), Category, Type of Material and Accession Number from the IMC order cards.

PROGRAM CARD

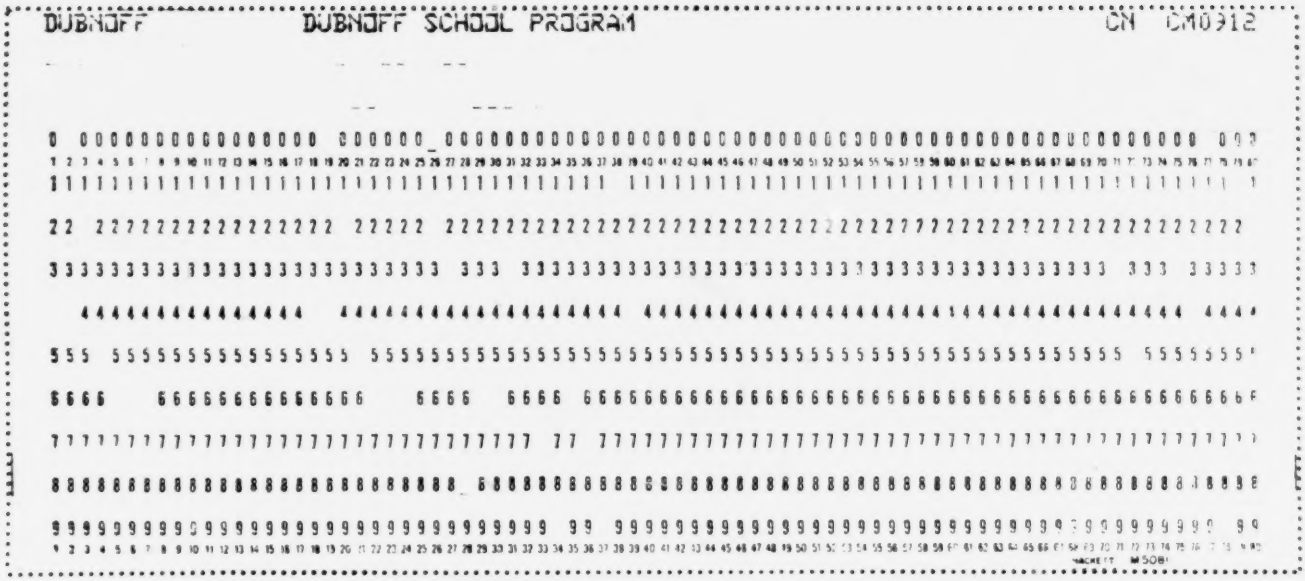
COLUMNS 1-15	ALPHA
COLUMNS 16-17	SKIP
COLUMNS 18-68	ALPHA
COLUMNS 69-70	SKIP
COLUMNS 71-72	ALPHA
COLUMNS 73-74	SKIP
COLUMNS 75-76	ALPHA
COLUMNS 77-78	ALPHA

For the Author and Title entries, punch in as much information as possible. Rules for syllabication of words at ends of lines do not apply; word may be broken where convenient or necessary. At the beginning of each scholastic quarter several lists will be generated as follows:

(1) Arrange all items in numerical order, lowest number first, just as cards are arranged in file. Run on a 407 print out machine.

(2) To separate lists by Category, a possible total of 13 in columns 71-72, run the cards on a sorter. When finished, place on 407 print out, then back to the sorter for numerical position.

SAMPLE CARD FOR NON-ABSTRACTED ITEMS



DUBNOFF	AUTHOR
DUBNOFF SCHOOL PROGRAM	TITLE OR NAME OF ITEM
CN	CATEGORY
CM	TYPE OF MATERIAL
0912	ACCESSION NUMBER

KEYPUNCH CHANGE SLIP

This slip makes possible changes of information or correction of keypunching errors. Always refer to the abstract number at the top of the slip. Pull the whole set from the card file. When correction is completed, the set must go into the Replace File so that it will appear in correct form on the Tape.

STEP 4: When abstracts are ready to be punched, pull out the bibliography cards from the file. In their place put a tab card with their abstract number. This makes it easier to find the number when it comes time to replace cards back in the file. Punch "*CONTENT" on a new card and start punching information from

EXAMPLE OF KEYPUNCH CHANGE SLIP

USOE/MSU IMC-HCY LIBRARY
Keypunch Change Slip

Abstract # 2240

Author _____

Title _____

Please make the following change to read as follows in:

Field 1 Line 1

NIND & B

Field 3 Line 2

Public Health Service

Field _____ Line _____

_____ Other

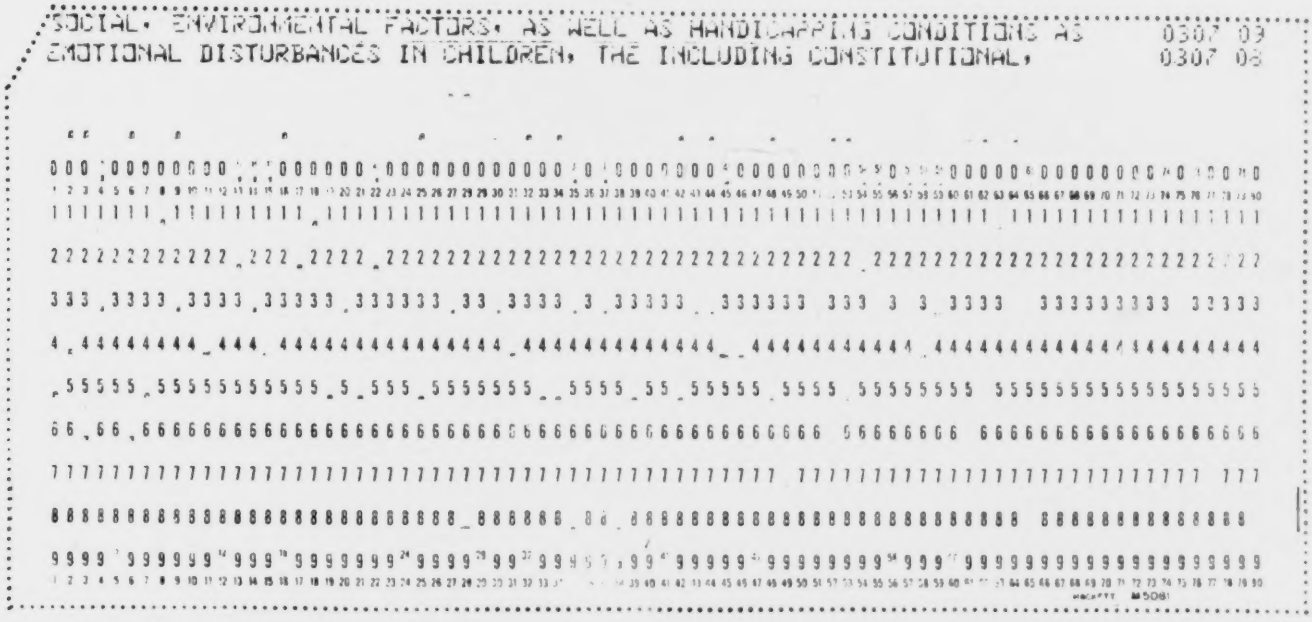
Abstract #2240 requires changes in Field 1, Line 1 and Field 3, Line 2.

FIELD 1 (AUTHOR) was previously *Masland, Richard; change to - NIND&B. Line 1 refers to the Card Number.

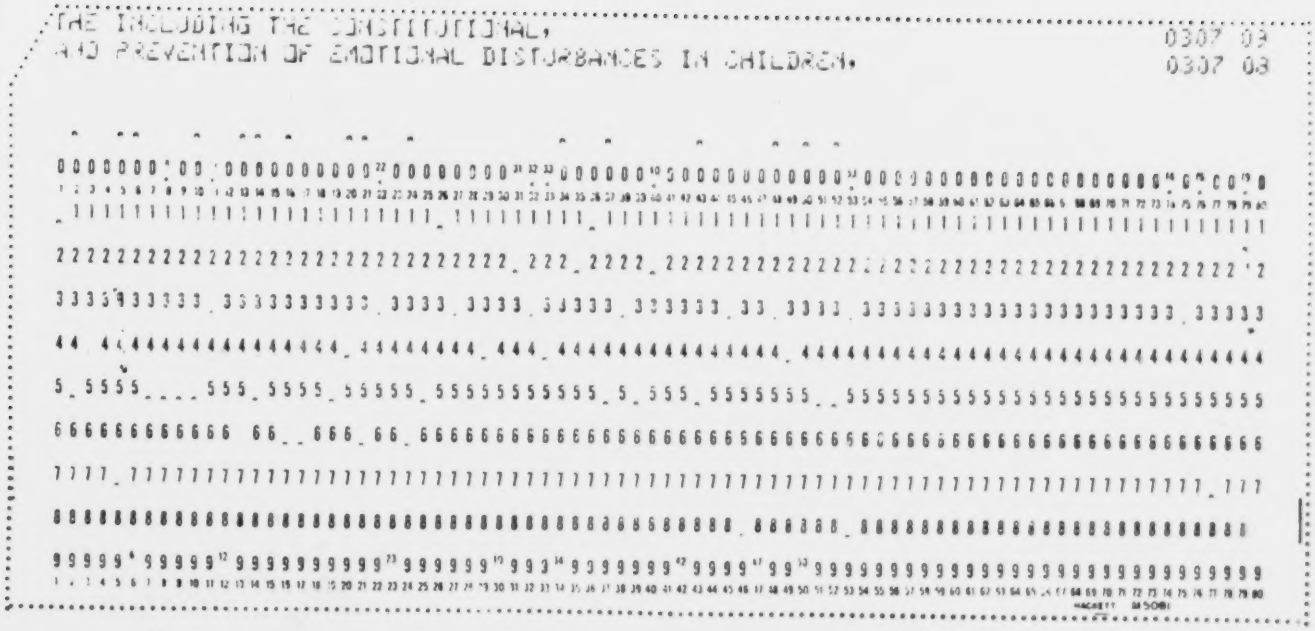
FIELD 3 (PUBLISHER) appears on the Card as National Institute of Neurological Diseases and Blindness. Change to Public Health Service; Line 2 refers to Card 2.

the abstract. It is also necessary to proofread the finished cards against the abstract. Place these abstract cards into the Replace drawer in numeric order. To check for errors, run cards on 407 print out. This makes it easier for proof-reading.

STEP 5: If you discover after rechecking finished cards that meterial has been omitted, partial use of a card is acceptable as shown in the examples. Perhaps a word or two has been omitted at the beginning of a card. This can be easily corrected by punching on a new card starting with the omitted words, punching to the end of the card, using an additional card, continue with what is left over leaving the rest of it blank. Change the card number and the rest of the cards so they will be in consecutive order.

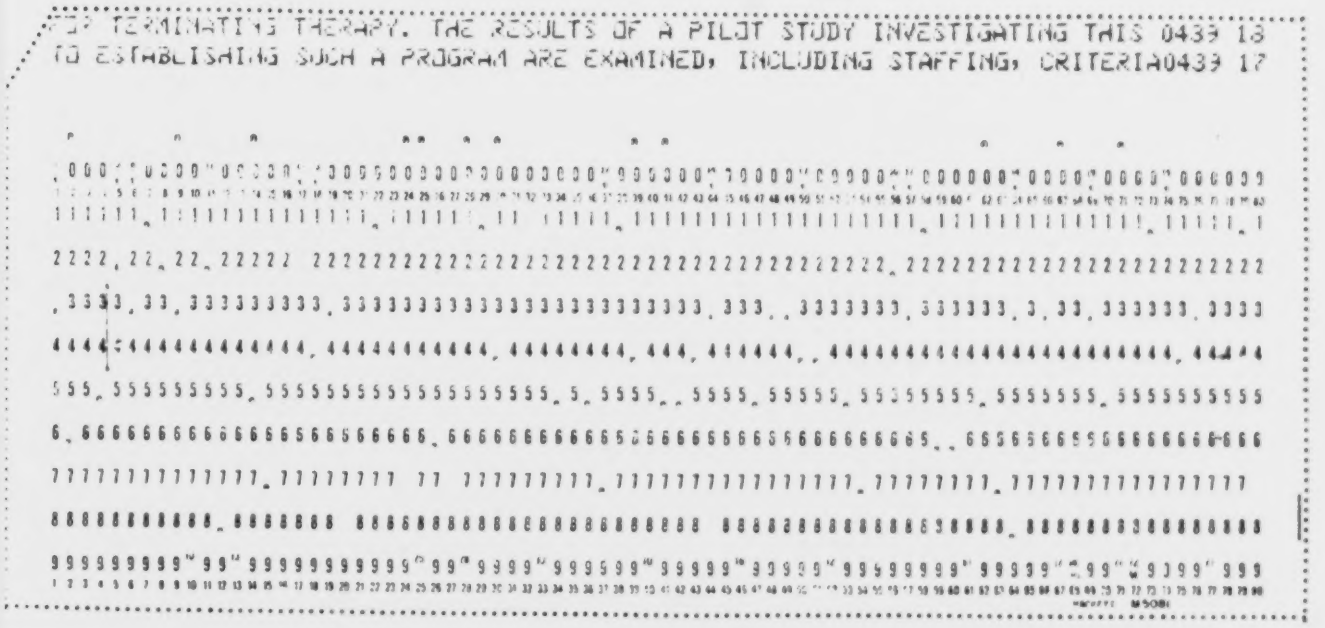


(Sample of card in which words have been omitted in the first part of the card) Card 8 Three words were omitted in the beginning of card number 8. There is no room to insert words in card 8 or 9. So punch up another new card adding omitted information which is "and prevention of". Be sure to change the card numbers.



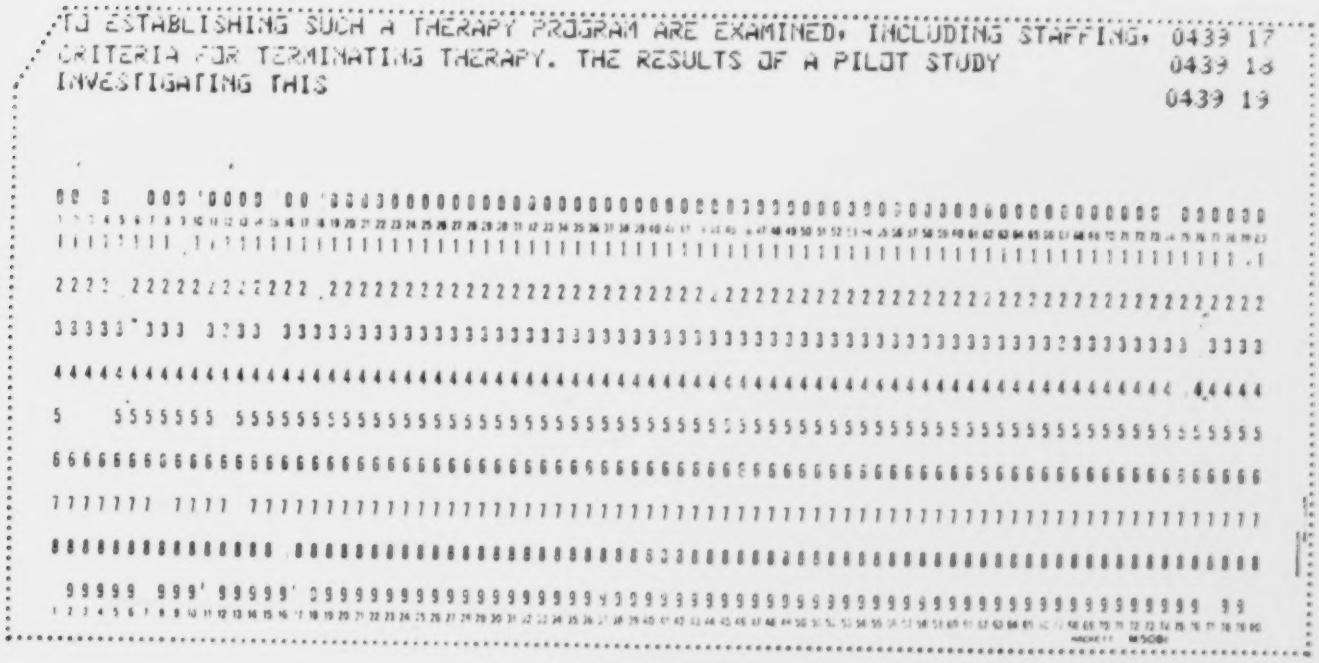
(Sample of cards punched to insert words at beginning of card #8.)

Another example would be words being omitted in the middle of a card. In this case punch on a new card the same information from the former card, plus the missing words and go as far as you can to column 74, punching the remaining information on the next card, changing the card number and the rest of the cards so they are in consecutive order.



(Sample of card in which words have been omitted in the middle of the card)

On card 17, which follows, the word "therapy" is omitted. The card should instead read ".....such a therapy program....". To correct, punch up a new card, add the omitted word, and punch to the end of the card, using additional cards for remaining information. Be sure to change the card numbers. Use the same program card you use for punching abstracts and have the program control level on.



To change the card numbers of the remaining cards, write the correct number with a colored pen or pencil where you can see it as it goes through the machine. See example on page 12. Rather than duplicating the cards manually, insert a new card in back of the card to be duplicated and place the group of cards in the hopper. Place cards in the hopper with the smallest number first. Use the same program card you use for punching abstracts and have program control level on.

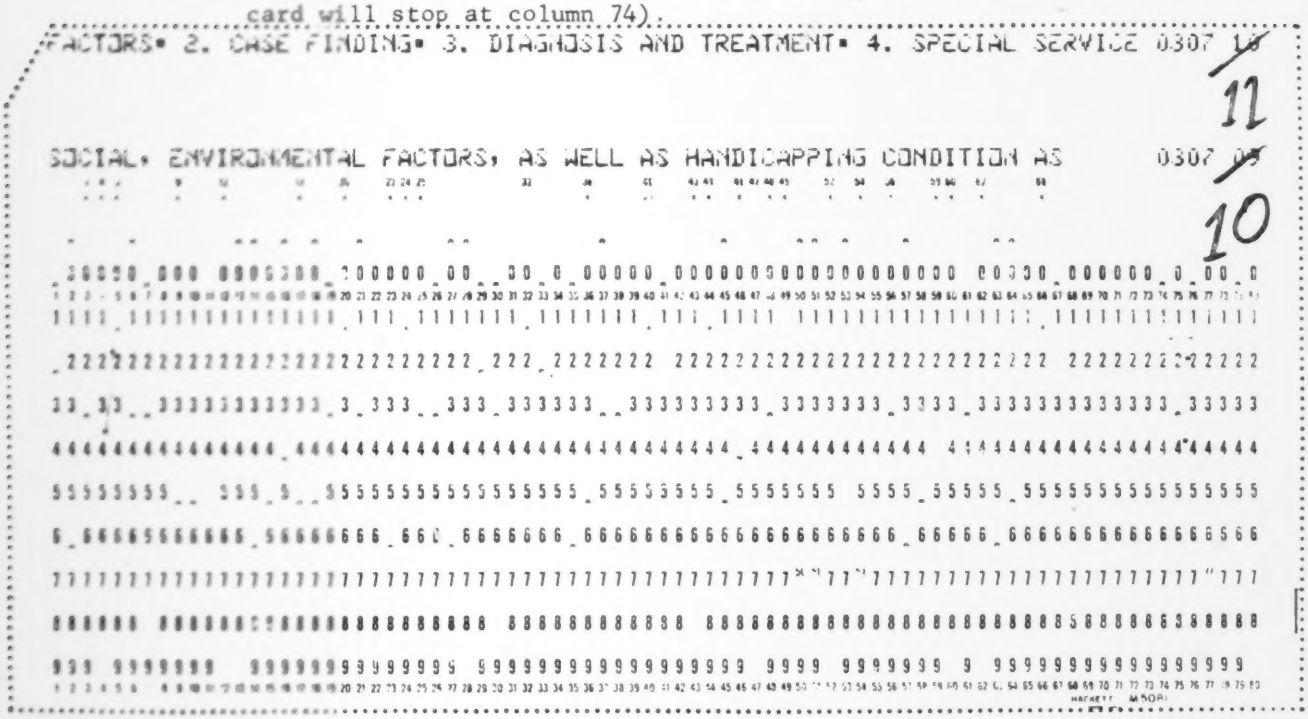
Follow these steps:

1. Feed two cards.
2. Automatic duplicate switch off.
3. Depress release key so the dup. card will be in the dup. station.
4. Flip up automatic dup. switch (this will dup. in the numbers in column 74-77 and skip to 79).

5. Depress dup. key (this will automatically sup. up to 79).

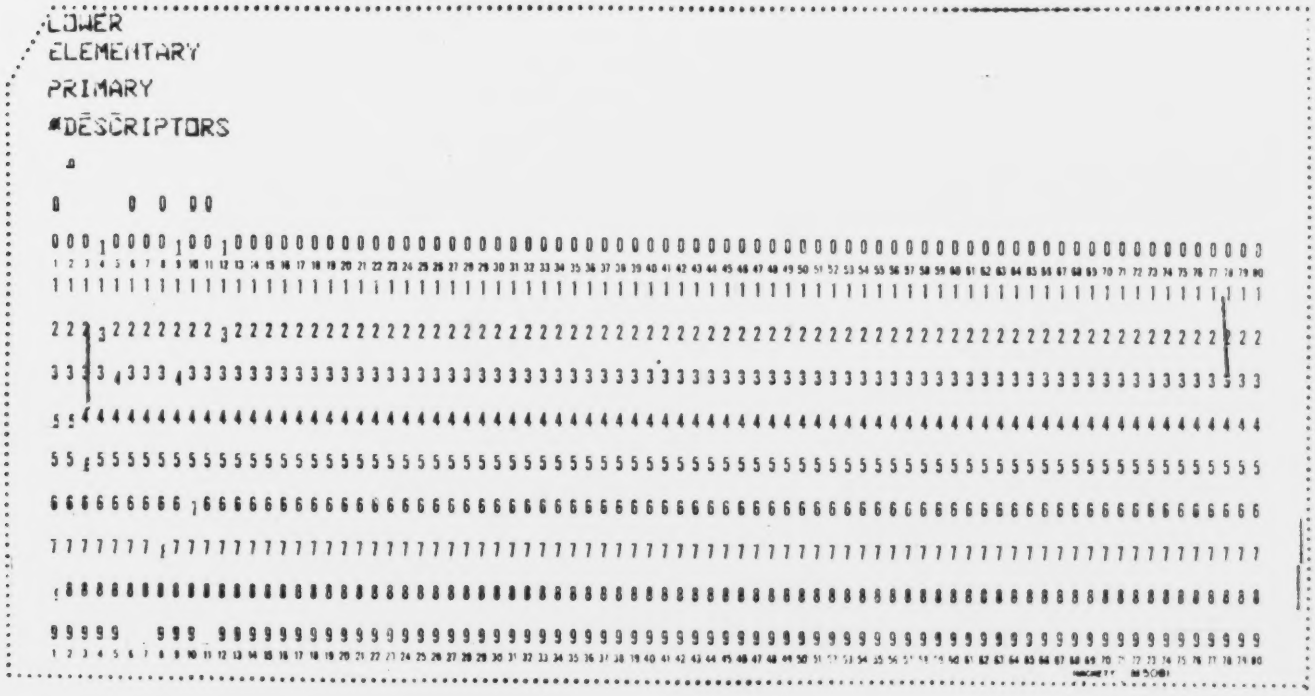
6. Punch in correct number in columns 79-80.

7. Proceed with steps 3-6, except step 4 (because the first card must go through punching station. With Dup. switch on the first card will stop at column 74).



Attached to the abstract forms are the descriptors. These are words that are circled or written in. They are to be punched by putting a comma after each word. On the first card punch asterisk (*) descriptors in column 1-12. On column 14 start punching descriptors words as shown on sample card. Column 74-80 precede card number of the last number of abstract. (Example: if last card number of abstract was 24 then the descrptors card would be 25 etc. The last term of the descriptors does not need a comma. A maximum of 32 descriptors is allowed for each abstract.

Another way to punch descriptors is to punch "*Descriptor" on one card and then punch one descriptor per card to make subsequent changes easier.



KEYPUNCHING AUDIOVISUAL ABSTRACTS

Specific Instructions for Audiovisual Abstracts

Field 1 AUTHOR ENTRIES

Always punch the last name first, followed by the first name and initial if given. If a person is listed as editor, compiler, etc., add this after his name. Example: Dunn, Lloyd, Editor.

Field 2 TITLE ENTRIES

Example: *Film-How Air Helps Us.

Field 3 PUBLISHER OR SOURCE ENTRIES

Punch in the last name of the manufacturer or distributer as this will be the usual type under audiovisual abstracts.

Field 4 COPYRIGHT DATE ENTRY

Punch as *space year to look like * c 1966. If edition is given then punch as * c 1966 Second edition. If no information is given punch * c none.

Field 5 PRICE ENTRY

Punch price as seen, being sure to space between the asterisk and the dollar sign for ease of reading. Example: * $22.00 or * $ unknown.

Field 6 NUMBER

For audiovisual abstracts punch as *A-V0009, the dash is included between the A and V.

Field 7 CATEGORY

If given punch as *SE, if not given punch as *NONE.

Field 8 HCY-IMC

Punch as HCY-IMC

Field 9

Content of abstract entry, see general instructions.

Field 10 DESCRIPTORS

SAMPLE CARD FOR AUDIOVISUAL

```
AUDIOVISUAL                                                                1273
*DESCRIPTORS ELEMENTARY, LOWER, READING, HANDICAPPED, AV-FILMSTRIP,        1273
*CONTENT START PUNCHING INFORMATION ON AUDIO VISUAL.                       1273 04
*HCY-IMC                                                                   1273 03
*GUIDANCE ASSOCIATES  *1966  * $29.95 FOR 4 ITEMS  *A-V1273  *NONE         1273 02
*NONE  *LOOK ABOUT YOU (WITH SYNCHRONIZED RECORDING)                       1273 01
```

Field 1 *NONE (AUTHOR, COMPILER)

Field 2 *LOOK ABOUT YOU (WITH SYNCHRONIZED RECORDING) (TITLE)

Field 3 *GUIDANCE ASSOCIATES (PUBLISHER OR SOURCE)

Field 4 *1966 (COPYRIGHT, PUBLICATION DATE)

Field 5 * $29.95 for 4 items (PRICE)

Field 6 *A-V1273 (ABSTRACT NUMBER)

Field 7 *NONE (CATEGORY)

Field 8 *HCY-IMC

Field 9 *CONTENT

COLUMNS 74-77 (ABSTRACT NUMBER)

COLUMN 78 (SPACE)

COLUMNS 79-80 (CARD NUMBER)

KEYPUNCHING CURRICULUM MATERIAL ABSTRACTS

Specific Instructions for Curriculum Material Abstracts

Field 1 AUTHOR ENTRIES

Always punch author's last name followed by first name and initial if given. If more than one author is given, add "and others." If a person is listed as editor, compiler, etc. add this after his name.

Field 2 TITLE ENTRIES

Always punch both the main title and secondary title as is included on the IMC order card. Include both in the same field. Be sure to space two spaces between the primary and secondary title.

Field 3 PUBLISHER ENTRIES

For publisher entries, the last name will usually suffice. Punch enough information so they can locate the material. (Example: Columbia University Press, not just Columbia, as that does not constitute sufficient information.)

Field 4 COPYRIGHT, EDITION, PUBLICATION DATE ENTRIES

Include all in one field (Example: C 1957 second edition). Always leave one space between the C and year of copyright of publication date. Also be sure to write out the number of edition (Example: second, not 2nd., edition). If there is no copyright or publication date, punch C none.

Field 5 PAGINATION OR PRICE ENTRIES

Curriculum Material abstracts will have either pages and/or the price. Pages will be punched as (Example: * 121-p.). For price punch (* $18.00).

Field 6 MATERIAL ABSTRACT NUMBER

Materials abstract number, punch as it appears on the IMC order card. Example: *CM1109

Field 7 CATEGORY

Category, punch as it appears on the IMC order card.

Field 8 HCY-IMC

Punch as HCY-IMC

Field 9 CONTENT

Content. Punch *CONTENT on a new card and start punching material information from the abstract form.

Field 10 DESCRIPTOR

SAMPLE CARD FOR CURRICULUM MATERIALS

```
*DESCRIPTORS SECONDARY, ADULT, GRAMMAR, LANGUAGE ARTS, READING, SPELLING,1107 20
*CONTENT THE TEACHERS GUIDE TO THE 600 SERIES INCLUDES INSTRUCTIONS      1107 04
EDUCATION COUNCIL  * C 1967  * 60-P.  *CM1107  *MR  *HCY-IMC             1107 03
INSTRUCTORS GUIDE AND ANSWER KEY FOR SERIES 600 A AND 600 B  *ALLIED     1107 02
*CHAPMAN, BRYON AND SCHUTZ, LOUIS  *MOTT BASIC LANGUAGE SKILLS           1107 01
```

Field 1 *CHAPMAN, BROWN AND SCHUTZ, LOUIS (AUTHOR)

Field 2 *MOTT BASIC LANGUAGE SKILLS INSTRUCTORS GUIDE AND ANSWER KEY FOR SERIES 600A AND 600B (TITLE)

Field 3 *ALLIED EDUCATION COUNCIL (PUBLISHER)

Field 4 *C 1967 (COPYRIGHT DATE)

Field 5 *60 p. (PAGINATION)

Field 6 *CM1107 (MATERIAL NUMBER ABSTRACT)

Field 7 *MR (CATEGORY)

Field 8 *HCY-IMC

Field 9 *CONTENT (PUNCH ON NEW CARD)

Field 10 *DESCRIPTORS

Specific Instructions for Printed Document Abstracts

Field 1 AUTHOR ENTRIES

Always punch the author's last name first, followed by first name and initial if given. If a second author is given, punch first name and last name in that order. If more than one author is listed, add "and others." If a person is listed as editor, compiler, etc., add this after the name.

Field 2 TITLE ENTRIES

Always punch both the main title and secondary title if included on the IMC order card. Include both in the same field. Be sure to space two spaces between primary and secondary titles.

Field 3 PUBLISHER ENTRIES

Punch only the publisher's or source's last name. (Example: Franklin Watts, Inc., punch only Watts.). But always provide enough information so that a person can find the source. (Example: Columbia University, School of Social Work, not just School of Social Work.)

Field 4 COPYRIGHT, EDITION, PUBLICATION DATE ENTRIES

Include all in one field. (Example: c 1963, Rev. 1965, Fourteen edition.) Always leave one space between the c and year of copyright (Example: c 1967). If there is no copyright or publication date punch c NONE.

Field 5 PAGINATION ENTRIES

This means entering the total number of pages in a particular volume or journal article. (Example: 436-P.)

Field 6 DOCUMENT ABSTRACT NUMBER

Document abstract number, punch as seen on the IMC order card.

Field 7 CATEGORY

Category, punch as it appears on the IMC order card.

Field 8 HCY-IMC

Punch as *HCY-IMC

Field 9 CONTENT

Content punch *content on a new card and start punching Document information from the abstract form.

SAMPLE CARD FOR DOCUMENTS

```
*CONTENT START PUNCHING INFORMATION FROM DOCUMENT ABSTRACTS                0163 03
*HARPER  * C 1960  * 396-P.  *D0163  *SE  *HCY-IMC                         0163 02
*WRIGHT, BEATRICE A.  *PHYSICAL DISABILITY A PSYCHOLOGICAL APPROACH        0163 01
```

Field 1 *WRIGHT, BEATRICE A. (AUTHOR)

Field 2 *PHYSICAL DISABILITY A PSYCHOLOGICAL APPROACH (TITLE)

Field 2 COLUMNS 74-77 (ABSTRACT NUMBER)

Field 2 COLUMN 78 (SPACE)

Field 2 COLUMNS 79-80 (CARD NUMBER)

Field 3 *HARPER (INSTITUTION, PUBLISHER OR SOURCE)

Field 4 C 1960 (PUBLICATION DATE)

Field 5 *396 p. (PAGINATION)

Field 6 *D0163 (BOOK NUMBER OR ABSTRACT NUMBER)

Field 7 *SE (CATEGORY)

Field 8	*HCY-IMC (HANDICAPPED CHILDREN AND YOUTH-INSTRUCTIONAL MATERIALS CENTER)
Field 9	*CONTENT (INFORMATION ON THE BOOK) (START ON A NEW CARD)
Field 9	COLUMNS 74-77 (ABSTRACT NUMBER)
Field 9	COLUMN 78 (SPACE)
Field 9	COLUMNS 79-80 (CARD NUMBER)
Field 10	DESCRIPTORS

KEYPUNCHING EQUIPMENT ABSTRACTS

Specific Instructions for Equipment Abstracts

Field 1 AUTHOR ENTRIES

Normally there is no author given so punch "NONE"; but if there is an author, punch author's last name first, followed by the first name and initial if given.

Field 2 ITEM ENTRY

Punch name of item as seen.

Field 3 SOURCE ENTRY

Punch just the name of the company (not complete address -- ie. no street, city, or state).

Field 4 YEAR

Punch as seen on the IMC order card.

Field 5 PRICE ENTRY

Punch as seen on the IMC order card. Be sure to space between the asterisk (*) and the dollar sigh ($). (Example: * $21.90)

Field 6 EQUIPMENT ABSTRACT NUMBER

Punch as it appears on the IMC order card. (Example: *E0999)

Field 7 INDEXED BOOK SYMBOL

If no category then punch *NONE, otherwise punch as seen on the IMC order card.

Field 8 HCY-IMC

Punch as *HCY-IMC

Field 9 CONTENT

Punch "*CONTENT" on a new card and start punching information from the equipment abstract.

Field 10 DESCRIPTORS

SAMPLE CARD FOR EQUIPMENT

```
*DESCRIPTORS PRIMARY, ELEMENTARY, LOWER, LANGUAGE ARTS, READING, SPEECH,  0999 19
*CONTENT THE EASIER SET OF THE DOLCH POPPER WORDS CONSIST OF 110, 3       0999 04
*HCY-IMC                                                                  0999 03
VOCABULARY  *GARRARD PUBLISHING COMPANY  *1967  * $2.00  *E0999  *NONE    0999 02
*NONE  *POPPER WORDS GROUP SIZE WORD CARDS EASIER HALF BASIC SIGHT         0999 01
```

Field 1 *NONE (AUTHOR, OR IF NO AUTHOR NONE)

Field 2 *POPPER WORDS GROUP SIZE WORD CARDS EASIER HALF BASIC SIGHT VOCABULARY (TITLE)

Field 3 *GARRARD PUBLISHING COMPANY (PUBLISHER)

Field 4 *1967 (YEAR)

Field 5 * $2.00 (PRICE)

Field 6 *E0999 (EQUIPMENT ABSTRACT NUMBER)

Field 7 *NONE (NO CATEGORY)

Field 8 *HCY-IMC

Field 9 *CONTENT (PUNCH ON NEW CARD)

Field 10 *DESCRIPTORS

End of card information

COLUMNS 74-77 (ABSTRACT NUMBER)

COLUMN 78 (SPACE)

COLUMNS 79-80 (CARD NUMBER)

KEYPUNCHING JOURNAL ABSTRACTS

Specific Instructions for Journal Abstracts

As a general rule, journal articles will not be added to the IFT until the completed abstract is ready for punching. For this reason there is no bibliographic-order card for individual journal articles--only the abstract checklist card stapled to the front of each journal having an article to be abstracted. All information is punched directly from the journal abstract form.

The question of whether to assign the IMC acquisition and IFT access number to a journal and file by number as with all other items is left to the Librarian to decide. In the MSU IMC-HCY all journals are given the proper number(s), but are arranged on the journal shelves by issue date. In this way all issues of a particular journal appear together, rather than interspersed throughout the collection.

Field 1 AUTHOR ENTRIES

Always punch the author's last name first, followed by first name and initial if given. If more than one author is given add "and others." If a person is listed as editor, compiler, etc., add this after his name. (Example: Ross, John, editor)

Field 2 TITLE ENTRIES

Always punch both the main title and secondary if included on the abstract form. Include both in the same field, being sure to space two spaces between primary and secondary titles.

Field 3 TITLE OF JOURNAL ENTRY

Punch the title of the journal as seen on the abstract form.

Field 4 ISSUE DATE ENTRIES

Punch as seen, monthly - quarterly, year, volume number, issue number. All this information is included in one field.

Field 5 PAGINATION ENTRIES

This tells what page the article is on in the journal. Punch as seen.

(Example: *pp. 54-60)

Field 6 JOURNAL ABSTRACT NUMBER

Journal abstract number, punch as it appears onthe abstract form. (Example: *J0000)

Field 7 CATEGORY

Category, punch as it appears on the abstract form. (Example: *VH)

Field 8 HCY-IMC

Punch as *HCY-IMC

Field 9 CONTENT

Punch as *CONTENT on a new card and start punching information from the journal abstract.

Field 10 DESCRIPTORS

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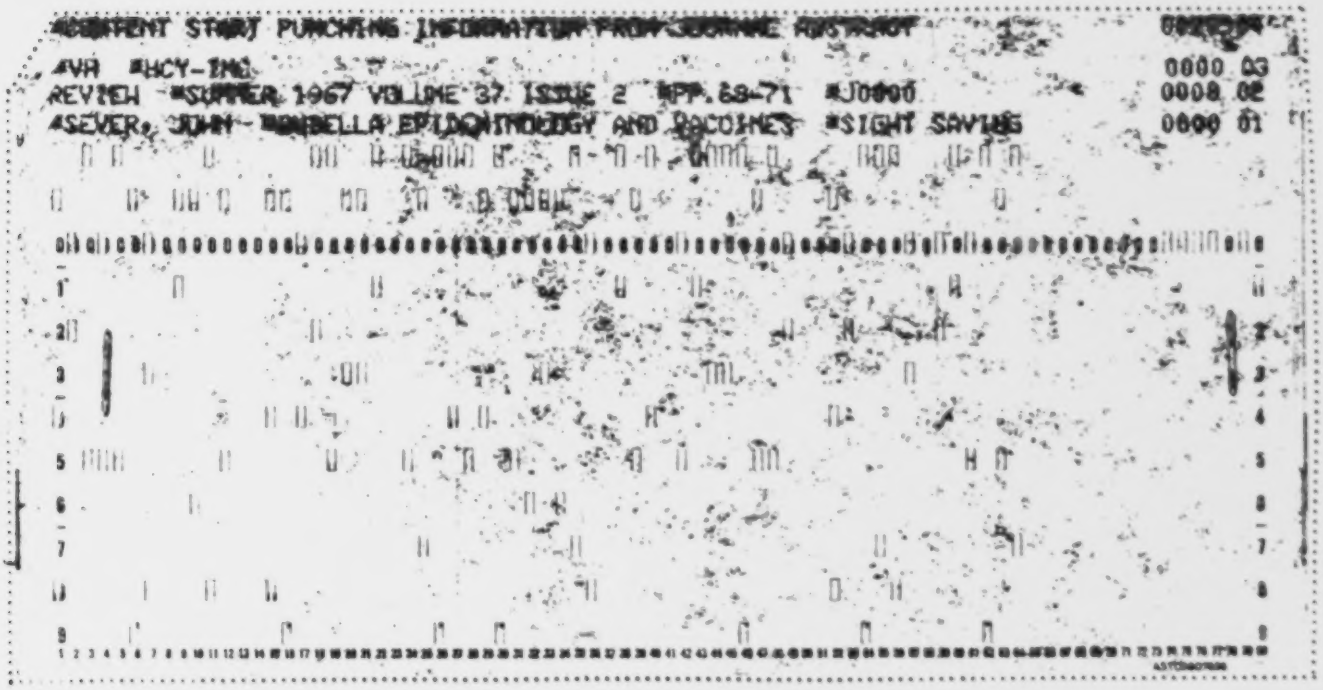
SAMPLE CARD FOR JOURNALS



Field 1 *SEVER, JOHN (AUTHOR)

Field 2 *RUBELLS, EPIDEMIOLOGY AND VACCINES (TITLE)

Field 3 *SIGHT SAVING REVIEW (PUBLISHER)

Field 4 *SUMMER 1967 VOLUME 37 ISSUE 2 (ISSUE DATE)

Field 5 * pp. 68-71 (PAGES IN THE ARTICLE)

Field 6 *J0000 (JOURNAL ABSTRACT NUMBER)

Field 7 *VH (CATEGORY)

Field 8 *HCY-IMC (HANDICAPPED CHILDREN AND YOUTH-INSTRUCTIONAL MATERIALS CENTER)

Field 9 *CONTENT

Field 10 *DESCRIPTORS

Information on the end of card

COLUMNS 74-77 (ABSTRACT NUMBER)

COLUMN 78 (SPACE)

COLUMNS 79-80 (CARD NUMBER)

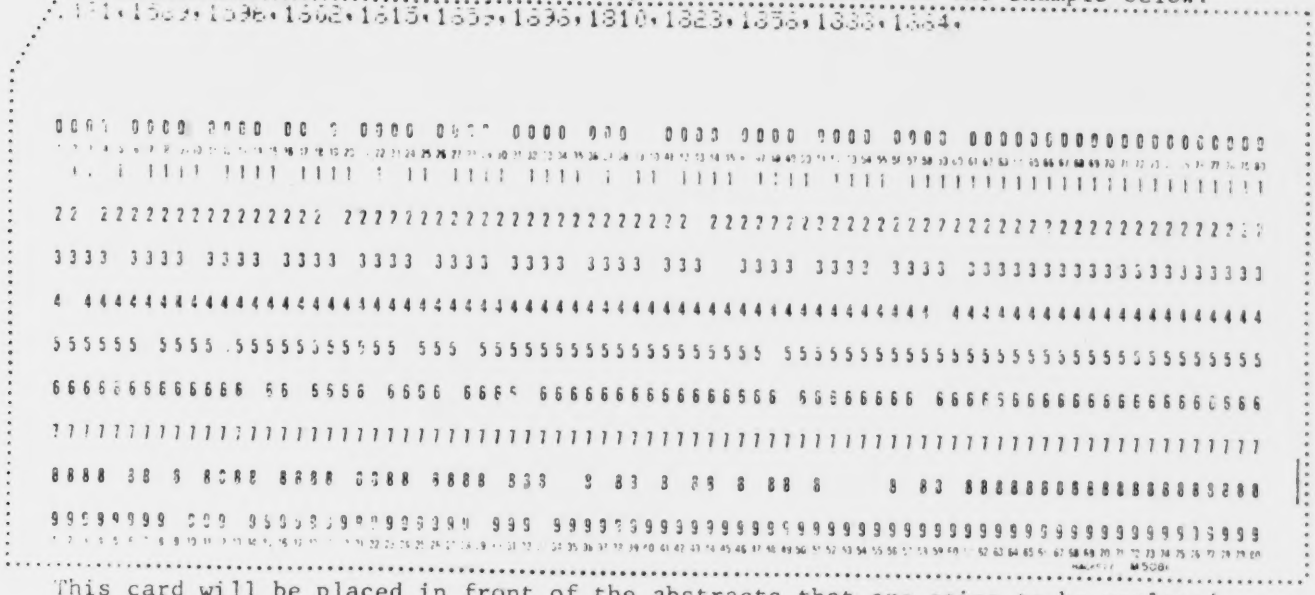
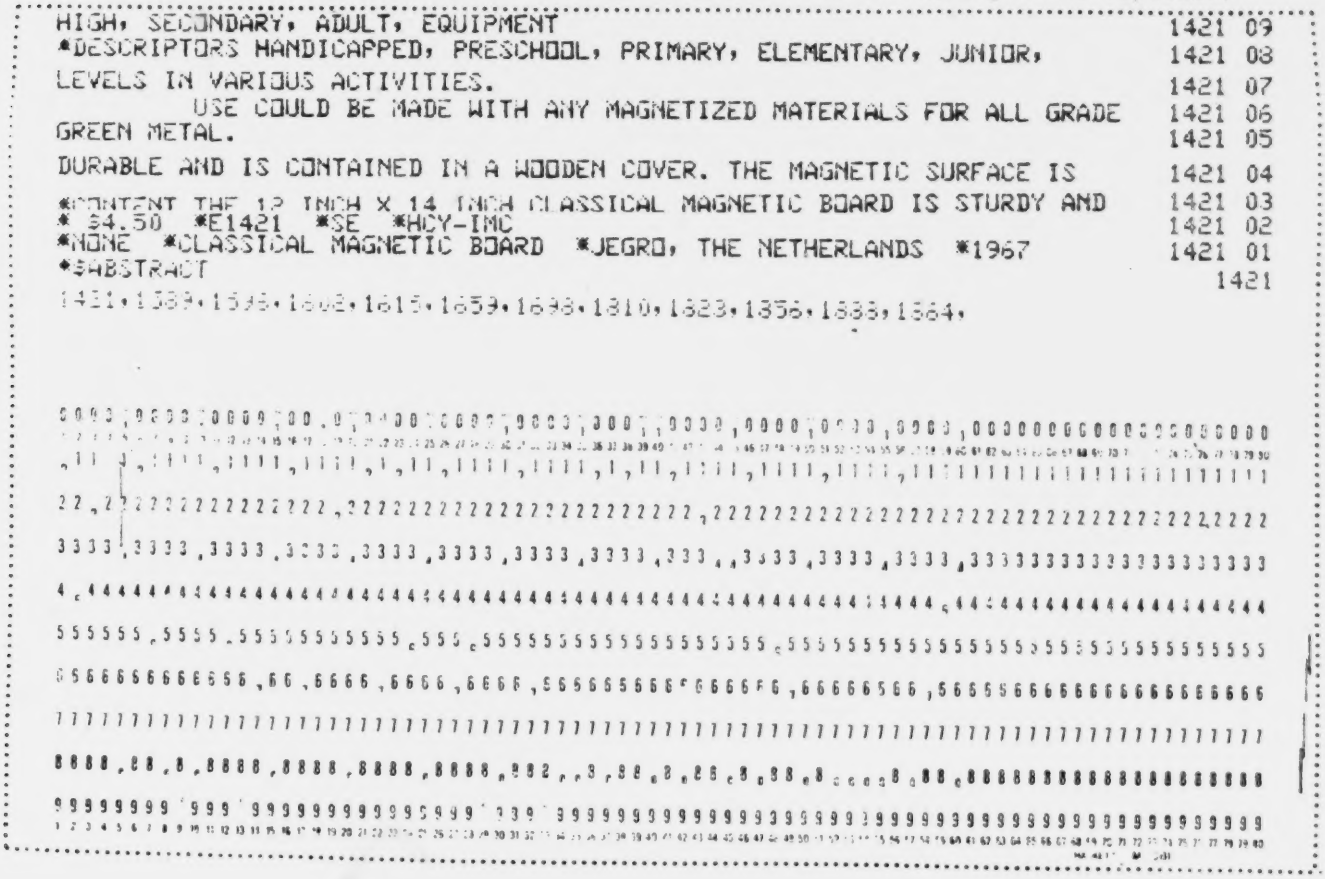
ADDS TO TAPE

When the initial 8 fields containing bibliographic information are punched on cards, they are placed in the ADD TO TAPE file in numeric order. As system demands warrant they are then added to the IFT. When all 10 fields of data are available, all cards are placed in the ADD TO TAPE file. See sample cards.

```
* $4.50  *E1421  *SE  *HCY-IMC                                          1421 02
*NONE  *CLASSICAL MAGNETIC BOARD  *JEGRO, THE NETHERLANDS  *1967        1421 01
*$ABSTRACT                                                                 1421
```

REPLACE OPERATIONS

When it is necessary to change any information after it has been added to the IFT, such as informational data, mispelled words, etc. Fields 1-10 including the bibliographic information and abstract must be replaced. On a blank card punch each abstract number in consecutive order, followed by a comma as shown in the example below.



This card will be placed in front of the abstracts that are going to be replaced.